



## Mississippi Department of Marine Resources

**SOLICITATION:**

**REQUEST FOR APPLICATIONS**

**RFA NUMBER:**

3140002138

**SMART NUMBER**

1450-20-R-RFQI-00009

**TO PROVIDE:**

Two (2) Resource Management Interns

**ISSUE DATE:**

February 14, 2020, 10:00 AM CST

**LOCATION:**

Mississippi Department of Marine Resources  
1141 Bayview Avenue  
Biloxi, Mississippi 39530

**MDMR CONTACT:**

Valerie McWilliams  
(228) 523-4118  
procurement@dmr.ms.gov

**CLOSING DATE AND TIME:**

March 10, 2020, 10:00 AM CST

## Introduction

The Mississippi Department of Marine Resources (“MDMR”) is currently seeking **Two (2) Resource Management Interns** for the Coastal Preserves Program. The MDMR’s Coastal Preserves Program conserves and manages resources within state-owned natural areas including threatened and endangered species, invasive species, nesting areas, sensitive habitats, natural and restored tidal marsh, and public nature trails.

The MDMR manages all marine life, public trust wetlands, adjacent uplands, and waterfront areas to provide for the balanced commercial, recreational, educational, and economic uses of these resources consistent with environmental concerns and social changes.

## Scope of Work/Job Duties

The scope of work/job duties for these positions will include:

- Invasive species control;
- Public access projects and maintenance;
- Threatened and endangered species monitoring;
- Habitat management;
- Biological inventory and monitoring;
- Education and outreach events; and,
- Other duties as assigned by the supervisor and/or Office Director.

These positions require working outdoors under limited supervision, in remote and often uncomfortable environments (i.e. hot, humid, rain, wind, insects).

## Minimum Qualifications

The minimum qualifications the MDMR is seeking for these positions include:

- **Education:** Must possess or be pursuing a Bachelors’ Degree in natural resource management, wildlife biology, environmental science, environmental education, ecology, marine science, biology, botany, geography, forestry, or related field from an accredited four-year college or university. If degree is in progress, the candidate must have at least 32 hours of college credit. As part of the application, please provide a copy of your transcript (unofficial copy is acceptable).
- **Other:** Must possess a valid driver’s license (Mississippi residents must have a Mississippi driver’s license). **Please Note:** Candidate should have completed the Mississippi Boater Safety Course if born after 1980. If the candidate has not completed the course, they will be required to complete the course taught by MDMR Marine Patrol after hire. MDMR will verify Driver's License and Boater Safety.

## Knowledge, Skills, and Abilities

The ideal candidates should have a working knowledge of coastal floral and faunal communities and a basic knowledge of surrounding coastal systems. Candidates should be self-motivated, capable of implementing multiple project tasks simultaneously and able to work well with others.

Candidates should be comfortable presenting to small and large groups ranging in age from young children to older adults of all experience levels. Candidates should also be comfortable riding in small and large boats on open water. Familiarity with UTV's and GPS equipment is desired, but not required.

### **Compensation and Hours Worked**

These internship positions pay \$10.00 per hour and are for 40 hours per week. The positions are for up to 12 weeks, depending on the intern's school schedule. **Please Note:** These positions will not begin until June 1, 2020, or after, depending on the intern's school schedule.

### **Instructions for Applying**

- Complete and sign the attached Application (all requested information must be completed.)
- Attach a resume describing your education and prior work history, including relevant work experience.
- Attach a list of at least three references (name and current contact information). References familiar with your job performance skills are preferable. If MDMR is unable to contact your references based upon the contact information you provide, your application may be rejected.
- Attach a copy of your college transcript (an unofficial copy is acceptable).

You may submit your application packet (all of the above) in one of three ways:

- Via email to [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov);
- Via U.S. mail, postage prepaid, to Procurement Office, Mississippi Department of Marine Resources, 1141 Bayview Avenue, Biloxi, MS 39530; or,
- Via hand delivery to the Procurement Office at the above address.

The **deadline** for receiving applications is **March 10, 2020 at 10:00 a.m.** Late applications will not be accepted. You may be required to interview in person at MDMR in Biloxi, Mississippi, or by telephone.

### **Questions/Requests for Clarification**

All questions and requests for clarification must be submitted by email to Valerie McWilliams at [procurement@dmr.ms.gov](mailto:procurement@dmr.ms.gov)

The MDMR will not be bound by any verbal or written information that is not specified within this Request for Applications unless issued in writing by the Procurement Director.

### **Equal Opportunity Statement**

MDMR will select candidates for these services without regard to political affiliation, race, color, handicap, genetic information, religion, national origin, sex, religious creed, age, or disability.